

SAMPLE RESUME

FRANK FINANCE

Philadelphia, PA | Name@lasalle.edu | 123.456.7891 | LinkedIn Link

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Science

Major: **Finance, Business Systems & Analytics**

May 20XX

- **GPA: 3.9**

Academic Awards & Achievements: Dean's List, A-10 Academic Honors, La Salle Athletic Scholarship

RELEVANT EXPERIENCE

Johnson & Johnson, West Chester, PA

Commercial Finance Co-op

June 20XX - Present

- Organize and maintain documentation for all journal entries, month-end close, and quarterly close operations
- Maintain various actual vs. budget reports totaling over 170 million in expenses
- Participate as part of a highly interactive finance team supporting marketing business partners
- Build new files and ways to track spend accounts; investigate areas of over- and under-spend

Sig Sauer, Philadelphia, PA

May 20XX – August 20XX

Finance Intern

- Developed a visual matrix of our month end reporting, reporting structures in line with Profit & Loss statements
- Managed weekly Build Analysis Plan comparing projected revenue and unit sales pricing to actuals
- Analyzed accounts payable ledger and submitted journal entries clearing transactions
- Created a weekly and month end sales and margin projection report which was shared with executives
- Produced report for the Operations and Finance team that reviewed plant equipment malfunctions, machinery age, frequency of repairs and submitted recommendations to repair or replace

ACADEMIC PROJECTS

BUS 100, La Salle University

April 20XX

- Developed product for the consumer market that simulates riding in a car to comfort children and facilitate sleep
- Acted as Finance and Accounting Vice President and handled associated responsibilities
- Created financial statements from computed costs as well as estimated sales
- Utilized real product prices for materials needed and assets to start companies
- Presented final business plan to professional bankers at Bankers' Day successfully

LEADERSHIP & ACTIVITIES

La Salle University Division 1 Swimming & Diving Team

September 20XX – Present

- Dedicate 20+ hours each week to training, competing in dual and away meets, A-10 Championship
- Featured on the Rookie Radar and achieved A-10 Academic Honors
- Served as representative of the Men's Swim & Dive team for the Student Athletic Advisory Committee

Gamma Iota Sigma (Risk Management) Honor Society, *Treasurer*

September 20XX-Present

Beta Gamma Sigma International Business Honor Society, *Member*

September 20XX-Present

La Salle University, Resident Assistant (RA) to 25 residents

August 20XX- May 20XX

SKILLS

Computer: Microsoft Office Suite, SAP, Tableau, JMP Pro, Oracle;

Certification: Bloomberg Market Concepts